

State of Hawaii
The Department of Human Services
Office of Youth Services

Addendum 2

July 2, 2009

To

Request for Proposals

RFP#HMS-501-10-02

Honoka'a Safe House Group Home

October 1, 2009

July 2, 2009

ADDENDUM NO. 2

To

REQUEST FOR PROPOSALS

**RFP# HMS-501-10-02
Honoka'a Safe House Group Home**

The Department of Human Services, Office of Youth Services is issuing this addendum to RFP# HMS-501-10-02 Honoka'a Safe House Group Home on Big Island for Juvenile Females for the purpose of:

- ☒ Responding to questions that arose at the orientation meeting of Friday, June 19, 2009 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☒ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☒ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:
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**Responses to Questions Raised by Applicants for
RFP# HMS-501-10-2
Honoka'a Safe House Group Home**

Q1: Regarding section titled, **Secondary purchaser participation**: What does “after the fact secondary purchases” mean?

Ans: The purpose of after-the-fact secondary purchases is to allow a purchasing agency to utilize another agency’s procurement for a one-time relatively small purchase.

The Hawaii Administrative Rule (HAR) Chapter 3-143-608 Secondary purchase of competitive purchase of service.

(a) To increase the efficiency of procurement through better planning, purchasing agencies may coordinate and combine purchases of similar health and human services through primary and secondary purchases as provided herein:

1. After the fact secondary purchase. A purchasing agency may utilize the service or part of the service that has already been procured under a competitive purchase of service by another purchasing agency; or
2. Planned secondary purchase. When two or more purchasing agencies require the procurement of substantially the same health and human services, they may combine their requirements and issue a single request for proposals.

(b) Primary purchaser and secondary purchaser defined. When two or more purchasing agencies combine their service requirements as provided in subsection (a), the purchasing agency requiring the largest share of the services detailed in the request for proposals shall be the primary purchaser, while the purchasing agency requiring the smaller share shall be the secondary purchaser. A secondary purchaser’s share of the total services to be provided in subsection (a)(1) shall not exceed thirty percent or \$75,000, whichever is lesser, unless the head of the secondary purchaser determines in writing that good cause exists for a greater share.

Q2: Are there particular requirements/qualifications of the staff positions? If so, where are these requirements located?

Ans: For staff position requirement and qualifications, the Contractor shall follow staffing standards outlined by the Child Caring Institution (CCI) License.

Q3. Will there be approval of equipment, motor vehicles, travel out of state if justification is provided in budget? (Unsure based on how it is written: “expenditures in these categories **are not generally approved without a clear and defined rationale.**”)

Ans: The Contractors are required to submit budget revision request and written justifications to the assigned contract specialist at the Office of Youth Services to ensure correct budget allocations.

Q4. How much will the advance payment be? When will that be paid? Does that cover all start up costs?

Ans: As of July 1, 2009, all new contracts following this date will no longer receive payment advancement.

Q5. Is there a vendor/contractor already providing this program at the location mentioned?

Ans: Yes. The Salvation Army Family Invention Services Hilo has been operating the Honoka'a Safe House Contract for the past five years.

Q6. What happens after 6 years? Is it possible to go beyond the six years with the same vendor/contractor?

Ans: A new RFP would be issued provided on the availability of funding.

Q7. Where can we get the licensing requirements for this type of program?

Ans: The Hawaii State Department of Human Services would be the licensing agent.

Q8. Do you foresee air travel to be necessary? Inter-island? Out-of-state? If so, how frequently?

Ans: It would depend on the needs of the program. There are required Service Provider Contractors meetings at least twice a year held at the Office of Youth Services on the island of Oahu.

Q9. Will the contractors be responsible for rent and utilities for the facility?

Ans: Yes, the Contractor will be responsible for rent and utilities for this facility.

Q10. Does the teacher count as one of the staff in the required staff to client ratio?

Ans: Yes, the teacher will be included in the staffing ratio only during school operations. Teachers are not considered direct care staff.

Q11. What educational curriculum is to be utilized? Where will we obtain this? Is this something we will need to purchase?

Ans: The individual must be a Certified Department of Education (DOE) teacher who will design education curriculum that is in accordance with DOE standards. These standards are provided by the Hawaii State Department of Education. For more information, you may contact the Hawaii State Department of Education website.

Q9. The RFP indicates that the State shall be responsible for installing the fence and security system; however it also states that "...the applicant shall install and maintain a security alarm system that includes soft security measures and a 24-hour locked fence surrounding the property." Please clarify. Also, will the contractor be responsible for any costs related to this requirement?

Ans: The Honoka'a Safe House currently has a fence and security system. The new Contractor will assume all maintenance and repair of the fence and security system to ensure safety of all youth and staff.

Q10. May we see a floor plan of the facility?

Ans: The floor plans for this facility are made available upon written request of the applicant to the Hawaii State Office of Youth Services.

Q11. What type of heating/cooling system is in place?

Ans: The house is furnished with hot water heater. There is no central air conditioning system.

Q12. What types of appliances should be purchased – gas, electric, etc.? (What hook-ups are already in place?)

Ans: The State provides all major appliances for the household. Electrical stove, refrigerator, washer/dryer and water heater and because these appliances already exist in the house, the new contractor will be expected to begin operations immediately.

Q13. Are there ceiling lights in all rooms?

Ans: Yes, all of the rooms in the Honoka'a Safe House have ceiling lights.

Q14. Is there a shed or outdoor storage facility (for lawn mower, etc.)?

Ans: The storage capacity for the Honoka'a Safe House is located under the house.

Q15. Is there central air conditioning or window units? Would any A/C need purchased?

Ans: There are no central air conditioning system or window units. The house has a natural air breeze that flows and circulates through the house.

Q16. What is the current condition of the facility and any other structures (since we are responsible for ensuring good working condition)?

Ans: The Honoka'a Safe House is in very good working condition.

